## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1145
Page 1 of 1

Agency
Wicomico County

Division/Unit
Department of Corrections
Finance

Finance Retention
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DGS 550-1

Instructions –Type or Print a separate form for	DEPAR	TMENT OF C	SENERAL SE	BVICES.	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			GEMENT DIV				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE _1 OF15		
	Jessup, Maryland 20794				77.5C_1 0/		
Department/Agency	2. Divisio		99-1930		3. Unit		
Wicomico County	Departm	ent of Correc	tions		Finance		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earliest Year/Latest Year			
Inmate Daily Deposits & Transactions Posted			ر	20	06 to2010		
6. Record Series Description (Briefly describe the	types of in	formation/doc	cuments/forms	found in t	ne series. Include the purpose or function of the		
series.)							
Inmate deposits and transactions made by inmates on the	eir account						
7. Record Series Format(s) List ali		8. Record Serie	es Sequence	9. Volume			
		<b>-</b>			posits		
Letter Size Microfilm		Alphabetics	al	Number			
Legal Size Computer Tape		☐ Numerical		File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape		☐ Geographic	cal	Other (specify)_2 Binder			
				10. Annual Accumulation			
Other (specify)		Other (spec	cify)	Daily Deposits Number			
				☐ File Drawer(s) ☐ Microfilm Reel(s)			
				Computer Tape(s)  Other (specify)2 Binder/Boxes			
				Other (s	specify)Zbiinder/boxes		
11. File is Used			12. File Becom	es Inactive Af	ter		
Daily Weekly Monthly Ann	ually		Number Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room)							
411 Naylor Mill Road 2 <sup>nd</sup> Floor in Community Corrections			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Tyes  No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes No			_		_		
			☐ None	State	Federal Independent		
47 Is an Index Contain and Office		· · · · · · · · · · · · · · · · · · ·					
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
	<b>-</b>				·		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Angela Morton-Polk		410-548-48		9/28/10			
Senior Accountant							

Instructions Tune or Print a constant form for	DEDAD	TMENT OF C	SENEDAL OF	DVICEO	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward		RTMENT OF C ORDS MANAC					
with Records Retention Schedule (DGS 550-1)		5 Waterloo R					
· · ·	Jessup, Maryland 20794				PAGE2_OF15		
4. Doorstoon 10	0.00		99-1930				
1. Department/Agency	2. Divisio		<b>4</b> :		3. Unit		
Wicomico County	Departir	nent of Correc	ขอกร		Finance		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Checks to the County					06 to2010		
6. Record Series Description (Briefly describe the	types of in	formation/doc	uments/forms	found in the	ne series. Include the purpose or function of the		
series.)							
Checks received by Wicomico County Department	of Correc	tions related t	o General Fu	nd are sent	to the Finance office Downtown		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
		<u> </u>	,	_Checks t	o the County		
Letter Size  Microfilm		Alphabetica	ai	Number			
Legal Size Computer Tape		☐ Numerical		File Drawer(s)			
Audio Tape Floppy Disk		Chronologi	cal	☐ Microfilm Reel(s)   ☐ Computer Tape(s)			
				Other (specify)_1 Binder/File Folders			
☐ Bound Book ☐ Video Tape		Geographic	al	10. Annual Accumulation			
Other (specify)		Other (spec	;ify)	Checks to the County			
				Number			
				File Drawer(s)			
				☐ Microfilm Reel(s) ☐ Computer Tape(s)			
					Other (specify)1 Binders/Boxes		
11. File is Used			12. File Becom	es Inactive Aff	er		
			3	_	_		
Daily   Weekly   Monthly   Ann	ually		Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
411 Naylor Mill Road 2 <sup>nd</sup> Floor in Community Corrections			☐ Yes ■ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
Yes No				<b>-</b>	Estat District		
			☐ None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re			10 -	=			
Yes No	oqua ernents	İ	18. Recom	mended R	etention		
			2 40000 45-	n dootes:			
			3 years the	n uestroy			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Angela Morton-Polk		410-548-48		11/10/10			
Senior Accountant		1.00.0					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  1. Department/Agency Wicomico County  DEFINITION: RECORD SERIES: A group of relate	RECOR 7275 \ 2. Division Departmen	RDS MANAC Waterloo Ro Jessup, Mar 410-79 n		ISION 275	AGENCY RECORDS INVENTORY  PAGE3_OF15  3. Unit  Finance		
purposes.  4. Record Series Title Fiscal Budget Revenue & Expenses  6. Record Series Description (Briefly describe the series.)  Budget for Fiscal year and the tracking of revenue	types of infor	uments/forms	5. Earlie 20	st Year/Latest Year 06 to2010			
7. Record Series Format(s) List all  Letter Size		8. Record Serie  Alphabetica  Numerical  Chronologic  Geographic  Other (spec	Cal	9. VolumeFiscal Budget Revenue & Expenses Number    File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify)_1_ Binder/File Folders  10. Annual AccumulationFiscal Budget Revenue & Expenses Number    File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify)_1_ Binders/Boxes			
11. File is Used  Daily Weekly Monthly Ann  13. Current Location(s) (Bldg. Floor Room)	ually		12. File Becomes Inactive After3 Number				
13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road 2 <sup>nd</sup> Floor in Community Corrections  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes No			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Yes No  16. Audit Requirements  None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements  Yes  No			Recommended Retention     years then destroy				
19. Name and Title of Preparer Angela Morton-Polk Senior Accountant		20. Telepho 410-548-48		21. Date 11/10/10			

Instructions –Type or Print a separate form for	DEPAR	TMENT OF (	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			GEMENT DIV				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE4_0F15		
	Jessup, Maryland 20794				FAGE4_OF		
Department/Agency	2. Divisi		99-1930		3. Unit		
Wicomico County		nent of Correc	tions		Finance		
	,						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	d and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earliest Year/Latest Year			
Commissary & Inmate Welfare Checks				20	06 to2010		
6. Record Series Description (Briefly describe the	types of in	formation/doc	cuments/forms	found in the	ne series. Include the purpose or function of the		
series.)							
Copies of Commissary and Inmate Welfare Check	s						
7. Record Series Format(s) List all		8. Record Serie	es Saguence	9. Volume			
``		5. 1. GOOIG GOIG	ordanioa		ary & Inmate Welfare Checks		
Letter Size Microfilm		Alphabetica	al	Number			
Legal Size Computer Tape		Numerical		File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal	☐ Microfil	m Reel(s) ter Tape(s)		
				Other (specify)_1_ Binder/File Folders			
☐ Bound Book ☐ Video Tape		Geographic	cal	10. Annual Accumulation			
Other (specify)		Other (spec	cify)	Commissary & Inmate Welfare Checks			
				Number			
				File Drawer(s)			
				Microfil	• •		
					specify)1 Binders/Boxes		
11. File is Used			12. File Becom	es Inactive Afi	er		
<b>-</b>			3	_	_		
Daily Weekly Monthly Ann	ually		Number Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
411 Naylor Mill Road 2 <sup>™</sup> Floor in Community Corrections			Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
Yes No			☐ None	State	Federal Independent		
					<b>—</b> ···		
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended P	etention		
☐ Yes No			10. 1100011	inchaca ix	Cichion		
			3 years the	n destroy			
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Angela Morton-Polk		410-548-48	58	11/10/10			
Senior Accountant							

Instructions Tune or Print a consent form for	DEDAG	TMENT OF C	SENEDAL CE	סטופרס	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward		RTMENT OF C ORDS MANA					
with Records Retention Schedule (DGS 550-1)		5 Waterloo R					
· ,	Jessup, Maryland 20794				PAGE5_OF15		
	2 21 1 1		99-1930				
Department/Agency	2. Divisi				3. Unit		
Wicomico County	Departm	nent of Correc	tions		Finance		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for re	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Travel Expense Reports			· <u>-</u> ·		06 to2010		
6. Record Series Description (Briefly describe the	types of in	formation/doc	uments/forms	found in the	ne series. Include the purpose or function of the		
series.)							
Expense Reports for food, lodging and mileage for	trainings	or providing s	ecunity for an	inmate in ti	ne nospital		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
					pense Reports		
Letter Size Microfilm		Alphabetica	31	Number			
Legal Size Computer Tape		Numerical		☐ File Drawer(s)			
Audio Tape Floppy Disk		Chronologi	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape		Geographic	ng!	Other (specify)_1_ Binder			
_ Boding Book Video Tabe		Geographic	resi	10. Annual Accumulation			
Other (specify)		Other (spec	cify)	Travel Expense Reports			
				Number			
				☐ File Drawer(s) ☐ Microfilm Reel(s)			
				Computer Tape(s)			
					specify)1 Binders/Boxes		
11. File is Used			12. File Becom	L les Inactive Aft	et.		
Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		3 Number	Пм	ionth(s) Year(s)		
<b>-</b>	•						
13. Current Location(s) (Bldg., Floor, Room)		· · ·			ed Elsewhere? (If yes, specify agency or office.)		
411 Naylor Mill Road 2 <sup>™</sup> Floor in Community Corrections			Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
☐ Yes   No			☐ None	State	Federal Independent		
					_		
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
☐ Yes No					·		
				n destroy			
70							
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Angela Morton-Polk		410-548-48	58	11/10/10			
Senior Accountant	1						

Instructions –Type or Print a separate form for	DEPAR	RTMENT OF C	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	i	-	GEMENT DIV				
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo R	oad, P.O. Box	275	PAGE6_0F15		
	Jessup, Maryland 20794				FAGE0_0F15		
1 Department/Agency	O Divisi		99-1930		0.115		
Department/Agency     Wicomico County	2. Divisio	on nent of Correc	.tio.mo		3. Unit		
Wicomico County	Departi	ient of Correct	auons		Finance		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	l and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Invoice for State Housing, US Marshall, Drug Coul					06 to2010		
6. Record Series Description (Briefly describe the	types of in	formation/doc	cuments/forms	found in the	ne series. Include the purpose or function of the		
series.)							
Billings sent to State, US Marshall, Drug Court & C	Other Jails	on a monthly	basis for hou	sing of thei	rinmates		
7. Record Series Format(s) List all		8. Record Serie	as Seguence	9. Volume			
		O. NOCOIG GENE	oo Ooquonco		or State, US Marshall, Drug Court & Other Jails		
Letter Size  Microfilm		Alphabetica	al	Number			
Legal Size Computer Tape		Numerical		File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				Other (specify)_1_ Binder			
Bound Book Video Tape	:	Geographic	al	10. Annual Accumulation			
Other (specify)		Other (spec	cify)	Invoice for State, US Marshall, Drug Court & Other Jails			
				Number			
				☐ File Drawer(s)			
				☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				Other (specify)1 Binders/Boxes			
11. File is Used				es Inactive Af			
			33	OS IIIACUVO AII			
Daily Weekly Monthly Ann	nually		Number		lonth(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
411 Naylor Mill Road 2 <sup>nd</sup> Floor in Community Corrections			☐ Yes	No	Car Licentification (in Jacob operating displayed annually		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	iramente			
Yes No			10. Madii Moqi		_		
			☐ None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
<b>—</b> ····							
			3 years the	n destroy			
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19. Name and Title of Preparer			one Number	21. Date			
Angela Morton-Polk		410-548-48	<b>56</b>	11/10/10			
Senior Accountant							

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Instructions –Type or Print a separate form for			SENERAL SE		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			GEMENT DIV				
with Records Retention Schedule (DGS 550-1)	7275		oad, P.O. Box	275	PAGE7 OF15		
	Jessup, Maryland 20794 410-799-1930				1		
Department/Agency	2. Divisio		55-15 <b>3U</b>		3. Unit		
Wicomico County		ont of Correc	tions		Finance		
	Бораган	0111 01 001100			· manos		
·				_			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for re	eference as well as retention and disposition		
4. Record Series Title		,		5. Earlie	st Year/Latest Year		
Receipt books from Booking & Mailroom				20	06 to2010		
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in the	ne series. Include the purpose or function of the		
series.)							
Receipts from Booking and Mailroom that are give	n to the inn	nates for thei	r monies				
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Letter Size  Microfilm		Alphabetica	al .	Receipts	Books from Booking and Mailroom		
Cetter 3/26   Inicionina		Alphabetica	11	Number			
Legal Size Computer Tape	!	Numerical		☐ File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk		Chronologic	cal	☐ Microfilm Reel(s)  ☐ Computer Tape(s)			
		Onionologi	oui	Other (specify)_1_ Boxes			
☐ Bound Book ☐ Video Tape	ĺ	Geographic	cal	_			
Other (specify)		Other (spec	;ify)	10. Annual Accumulation     Receipts Books from Booking and Mailroom			
				Number			
				☐ File Drawer(s) ☐ Microfilm Reel(s)			
	i			Computer Tape(s)			
				Other (specify)1Boxes			
11. File is Used	l		12. File Becom	es Inactive Aft	er		
Doille D. Woolde D. Morthly D. Ann			3	П.,			
Daily Weekly Monthly Ann	lually		Number	м	onth(s) Year(s)		
13. Current Location(s) (Bidg., Floor, Room)			14 is Record 9	Series Dunlicot	ed Elsewhere? (If yes, specify agency or office.)		
411 Naylor Mill Road 2nd Floor in Community Corrections			Yes	No No	or Econology (ii yes, specify agency of office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes  No			16. Audit Requ	uirements			
_ <b>_</b> ·			☐ None	State	Federal Independent		
				_			
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended P	etention		
Yes No	,		10. Recom	menueu K	GGHUUH		
_			2 years 46 -	n dostr-:-	İ		
			3 years the	n aestroy			
10.11							
19. Name and Title of Preparer		•	ne Number	21. Date			
Angela Morton-Polk		410-548-48	58	11/10/10			
Senior Accountant							

Instructions –Type or Print a separate form for	DEPAR	RTMENT OF G	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		ORDS MANA				
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo R	oad, P.O. Box	275	PAGE _8 OF15	
			ryland 20794		PAGE _0 OF10	
Department/Agency	2. Divisio		99-1930		3. Unit	
Wicomico County		nent of Correc	tions		Finance	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
Bank Statements & Cancelled Check Copies of the					06 to2010	
6. Record Series Description (Briefly describe the	types of in	formation/doc	cuments/forms	found in t	ne series. Include the purpose or function of the	
Series.)	- I A	·				
Bank Statements & Cancelled Check Copies of the	3 inmate A	CCOUNTS				
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
Letter Size		☐ Alphabetica	_1		stements & Cancelled Checks	
Letter Size		Alphabeaca	al	Number		
Legal Size Computer Tape		Numerical		File Drawer(s) Microfilm Reel(s)		
Audio Tape		Chronologic	cal	Computer Tape(s)		
☐ Bound Book ☐ Video Tape		Geographic	cat	Other (specify)_1_ Binders		
Other (specify)		Other (spec	cifv)	10. Annual AccumulationBank Statements & Cancelled Checks		
		<b>—</b> • • • • • • • • • • • • • • • • • • •	ony,	Bank Statements & Cancelled Checks Number		
				File Drawer(s)		
				Microfil	m Reel(s)	
				_	ter Tape(s) specify)1Binders/Boxes	
Ad Pile Saland						
11. File is Used			12. File Becom	ies inactive An	er	
Daily Weekly Monthly Ann	ually		Number			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
411 Naylor Mill Road 2nd Floor in Community Corrections			Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No			☐ None	State	Federal Independent	
				State	rederar muependern	
17. Is an Index System used? If yes, explain briefly and describe re			18. Recom	mended R	etention	
Yes No			10. 1.000	miones	eterition	
			3 years the	n destroy		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date		
Angela Morton-Polk		410-548-48	58	11/10/10		
Senior Accountant	I	i				

Instructions –Type or Print a separate form for	DEPAR	TMENT OF C	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	RDS MANA	GEMENT DIV	ISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE _9 OF15	
	Jessup, Maryland 20794				PAGE _9 OF 15	
			99-1930			
Department/Agency	2. Divisio	on			3. Unit	
Wicomico County	Departm	ent of Correc	tions		Finance	
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
purposes.	<del> </del>					
4. Record Series Title					st Year/Latest Year	
Grant Reports		<del></del>			06 to2010	
Record Series Description (Briefly describe the t	types of inf	ormation/doc	uments/forms	found in the	ne series. Include the purpose or function of the	
series.)						
Grants received from the Federal & State Governm	nent					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
Letter Size  Microfilm		Alphabetica	ni	Grant Re	ports	
			-	l _		
Legal Size Computer Tape		Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal	Computer Tape(s)		
☐ Bound Book ☐ Video Tape		Geographic	al	Other (specify)_1 Binders		
			· <del></del>	10. Annual Accumulation		
Other (specify)		Other (spec	cify)	Grant Reports		
				Number		
				File Drawer(s)		
				Microfilm Reel(s)		
				Computer Tape(s)  Other (specify) _ 1Binders/Boxes		
11. File is Used			12. File Becomes Inactive After3_			
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually		Number Month(s) Year(s)			
	7				(3(3)	
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record S	Series Duplicat	ed Elsewhere? (If yes, specify agency or office,)	
411 Naylor Mill Road 2 <sup>rd</sup> Floor in Community Corrections			☐ Yes	No	,	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements.		
Yes No				2 00		
			☐ None	State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	quirements		18. Recorr	mended R	etention	
☐ Yes No						
				n destroy		
			- ,	200009		
19 Name and Title of Property	···	20 Talanta	no Number	24 D-4:		
19. Name and Title of Preparer  Angela Morton-Polk	ľ	20. Telepho		21. Date		
		410-548-48	Jo	11/10/10		
Senior Accountant					ll l	

Instructions –Type or Print a separate form for	DEPAR	TMENT OF (	SENERAL SE	BVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			GEMENT DIV				
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box		PAGE100F15		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Division			-	3. Unit		
Wicomico County	Departm	ent of Correc	tions		Finance		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	l eference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Accounts Payable Files					06 to2010		
6. Record Series Description (Briefly describe the t	ypes of in	formation/doc	cuments/forms	found in the	ne series. Include the purpose or function of the		
series.)  Copies of all invoices paid by Wicomico County De	nortmont	of Corrections	_				
copies of all invoices paid by wiconflice county be	parunent	or corrections	•				
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Letter Size  Microfilm		☐ Alphabetica	n .	Accounts	s Payable Invoices		
		Alphabetica	<b>11</b>	Number			
Legal Size Computer Tape		Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)			
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal	Computer Tape(s)			
☐ Bound Book ☐ Video Tape		☐ Geographic	al	Other (specify)5_ File Folders/ Boxes			
Other (specify)		Other (spec	cify)	10. Annual Accumulation Accounts Payable Invoices			
				Accounts Payable Invoices Number			
				File Drawer(s)			
				Microfil	m Reel(s)		
				Computer Tape(s)  Other (specify)5File Folders/Boxes			
11. File is Used			42 5% 8	The state of the s			
TI. File is Used			12. File Becomes Inactive After  —3				
Daily Weekly Monthly Annu	ually		Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
411 Naylor Mill Road 2 <sup>nd</sup> Floor in Community Corrections			Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
☐ Yes ■ No			☐ None	State	Federal Independent		
			Littoria	State	r aderai 📉 independent		
17. Is an Index System used? If yes, explain briefly and describe re	quirements		18. Recom	mended P	etention		
☐ Yes No			TO. RECOIL	interiaca ix	ciention		
			3 years the	n destroy			
			_	•			
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Angela Morton-Polk		410-548-48	58	11/10/10			
Senior Accountant	ľ						

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		5 Waterloo Ro Jessup, Mai	GEMENT DIV pad, P.O. Box ryland 20794 99-1930		PAGE11OF15		
Department/Agency	2. Divisio	on .			3. Unit		
Wicomico County	Departm	ent of Correc	tions		Finance		
, i							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title	-			5 Farlie	st Year/Latest Year		
Requisitions & Purchase Orders				i	06 to2010		
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	<u> </u>			
series.)	types or iiii	omation/doc	amentarionna	o iouila iii ti	ie series. Include the purpose of furicaon of the		
,	aurahaaaa	mada at tha l	Aliaamiaa Ca	inhi Danad	and of Competitions		
Copies of all requisitions and purchase orders for p	Juitriases	maue at the t	MICOTHICO COL	лиу Берап	ment of Corrections		
7 Board Code Formatto Living	<del></del>			Γ			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume Requisiti	ons & Purchase Orders		
Letter Size  Microfilm		Alphabetica	ıl	Number			
<b>.</b>		_		l _			
Legal Size Computer Tape		Numerical		File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk		Chronologic	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
_				Other (specify)_2_Binder			
☐ Bound Book ☐ Video Tape		Geographic	al				
Other (specify)		Other (spec	:ifv)	10. Annual Accumulation  Requisitions & Purchase Orders			
<u> </u>			,,	Requisitions & Purchase Orders Number			
				ŀ			
				File Drawer(s)			
				☐ Microfilm Reel(s) ☐ Computer Tape(s)			
	Ī				Other (specify)_2Binder and Box		
			T				
11. File is Used			12. File Becom	es Inactive Aff	er		
Daily Weekly Monthly Ann	ually		Number Month(s) Year(s)				
	•						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
411 Naylor Mill Road 2 <sup>nd</sup> Floor in Community Corrections			Yes No				
AF A D. Maria and Maria and Maria			_				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes  No			16. Audit Requ	uirements			
— · · — · · · — · · · · · · · · · · · ·			☐ None	State	Federal Independent		
					- <del>-</del>		
17 is an index System used? If you explain height and describe	andre == a=4-				···		
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
			3 years the	n destroy			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Angela Morton-Polk		410-548-48		11/10/10	l l		
Senior Accountant							

each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  7275 Wate Jessu  1. Department/Agency  2. Division		DRDS MANAGE SWATER OF THE PROPERTY OF THE PROP	ormally filed and used as a unit for r		st Year/Latest Year 106 to2010	
Copies of all purchases made with the Wicomico C	County Pure	chasing Card				
7. Record Series Format(s) List all  Letter Size	8. Record Se  Alphabeti  Numerica  Chronolog  Geograph  Other (sp		cal cal cify)	Purchasing Cards Number    File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify)_4_ Binder		
11. File is Used			12. File Becomes Inactive After3			
Daily Weekly Monthly Annually			Number			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
411 Naylor Mill Road 2 <sup>rd</sup> Floor in Community Corrections			☐ Yes   No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes No			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements  Yes  No			18. Recommended Retention  3 years then destroy			
19. Name and Title of Preparer 20. Telepho			ne Number	21. Date		
Angela Morton-Polk 410-548-48			58	11/10/10		
Senior Accountant						

Instructions –Type or Print a separate form for	DEDARTMENT OF CENERAL OF			DVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo			275	PAGE13_OF15	
	Jessup, Maryland 2079				1,400101	
Department/Agency	410-799-1930 2. Division			-	3. Unit	
Wicomico County		ent of Correc	tions		Finance	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
Petty Cash Reconciliations			2006 to2010			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the						
series.)						
Copies of petty cash receipts to replenish petty cas	sh					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
		o. Noord conto coquento		Petty Cash		
Letter Size  Microfilm		Alphabetica	al Number			
Legal Size Computer Tape		Numerical		File Dra	• *	
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal	☐ Microfil☐ Compu	m Reel(s) ter Tape(s)	
					specify)_1_ Binder	
☐ Bound Book ☐ Video Tape		Geographic	al	10. Annual	Accumulation	
Other (specify)		Other (spec				
				Number    File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)		
					(specify)1Binder and Box	
11. File is Used			12. File Becom	es Inactive Af	er	
_			3			
Daily Weekly Monthly Annually			Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
411 Naylor Mill Road 2 <sup>™</sup> Floor in Community Corrections			☐ Yes   No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes No			☐ None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
Yes No						
İ			3 years then destroy			
19. Name and Title of Preparer 20. Telepho						
Angela Morton-Polk 410-548-48		58	11/10/10			
Senior Accountant						

Instructions –Type or Print a separate form for	DEDARTMENT OF CENEDAL			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV			TVICES			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
	Jessup, Maryland 20794				PAGE14OF15		
Department/Agency	410-799-1930				3. Unit		
Wicomico County	2. Division	ent of Correc	tions		S. Unit Finance		
wissinies sound	Беракт	one or correc	10013		Tillance		
DEFINITION DECORD SERIES. A service of select			71.6				
DEFINITION: RECORD SERIES: A group of relate purposes.	normally filed	and used as	a unit for re	ererence as well as retention and disposition			
4. Record Series Title				5. Earlie	5. Earliest Year/Latest Year		
Contracts			2006 to2010				
<ol><li>Record Series Description (Briefly describe the t series.)</li></ol>	types of inf	formation/doc	uments/forms	found in th	ne series. Include the purpose or function of the		
Copies of contracts made with vendors servicing W	Vicamica C	'ounty Depart	tment of Corre	ections			
Copies of contracts made with verticols servicing v	vicorriico C	ounty Depart	unent of come	Cions			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	/olume		
Letter Size  Microfilm		☐ Alphabetica	si.	_Contracts Number			
Letter 5/26   Wild Gillati		Apriabetica	11	Nullibel			
Legal Size Computer Tape		Numerical		File Dra			
☐ Audio Tape ☐ Floppy Disk		Chronologic	cal	Compu			
☐ Bound Book ☐ Video Tape		☐ Geographic	eal	Other (specify)_1 Binder			
		_		10. Annual	Accumulation		
Other (specify)	Other (specify)			Contrac			
				Rumbel			
					File Drawer(s)  Microfilm Reel(s)		
				Computer Tape(s)			
				Other (specify)1Binder and Box			
11. File is Used			12. File Becomes Inactive After				
Daily Weekly Monthly Annually			Number Month(s) Year(s)				
_							
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
411 Naylor Mill Road 2 <sup>nd</sup> Floor in Community Corrections			☐ Yes ■ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	•		16. Audit Requirements				
☐ Yes No			☐ None ■ State ■ Federal ■ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
Yes No							
			3 years after contract ends then destroy				
Name and Title of Preparer 20. Telepho		one Number 21. Dat		1. Date			
Angela Morton-Polk	Morton-Polk 410-548-48			11/10/10			
Senior Accountant							

Instructions. Tupo or Print a concrete form for	DEDAR	TMENT OF C	SENEDAL SEDVICES		AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward							
with Records Retention Schedule (DGS 550-1)							
			ryland 20794		PAGE15OF15		
A Booth and A source	410-799-1930						
Department/Agency     Wicomico County	2. Divisio		·		3. Unit		
Wicomico County	unty Department of Corre				Finance		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.							
Record Series Title			5. Earliest Year/Latest Year				
Gas Withdrawal Receipts			2006 to2010				
Record Series Description (Briefly describe the factors of th	types of in	formation/doc	uments/forms	found in the	he series. Include the purpose or function of the		
series.)							
Original receipts for fuel used in Wicomico County	Departme	nt of Correction	ons vehicles				
7. Record Series Format(s) List all		8. Record Serie	as Sequence	9. Volume			
_ `		_	·	Gas Receipts			
Letter Size Microfilm		Alphabetica	al .	Number			
Legal Size Computer Tape		☐ Numerical		☐ File Dra	• •		
☐ Audio Tape ☐ Floppy Disk		Chronologi	Microfile		m Reel(s) ter Tape(s)		
	Chronolog			. = .	specify)1_Box		
Bound Book Video Tape		☐ Geographic	10. Annual Accumulation		Accumulation		
Other (specify)		Other (specify)		Gas Receipts			
			Number				
			[		File Drawer(s)		
			☐ Microfilm Reel(s) ☐ Computer Tape(s)				
			Other (specify)_1 Box				
44 Cita in Unand			42 5% 200000 (2000)				
11. File is Used			12. File Becomes Inactive After3				
Daily Weekly Monthly Annually			Number		fonth(s) Year(s)		
13 Current Location(s) (Plate Steer Record)			14 Is Percent Series Duplicated Stroubers? (If was assert a gas as a fine)				
13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road 2 <sup>™</sup> Floor in Community Corrections			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15 Access Destrictions //S Ven site Levels 9 Destriction							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes  No			16. Audit Requirements				
_			□ None ■ State ■ Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
☐ Yes   No							
			3 years				
			one Number 21. Date				
	Angela Morton-Polk 410-548-48			9/28/10			
Senior Accountant	ŀ						